

7.0 Facilities and Equipment Program

The Facilities and Equipment Program (F&E) provides funding for the installation of electronic communication, navigation, and information systems that enhance the safety of flight and the utilization of Virginia's air transportation system. The Virginia Department of Aviation will own and maintain some of these systems, and for others, a sponsor will have ownership and be responsible for system maintenance.

The Virginia Aviation Board has delegated the authority to review and approve funding requests for the F&E Program to DOAV.

7.1 Project Eligibility

In addition to meeting overall criteria provided in Chapter 5 Project Eligibility Requirements, a project should be identified in DOAV's facilities and equipment plan to be eligible for this program. The following systems and equipment are eligible to be purchased and installed using F&E funds:

DOAV Owned	Sponsor Owned
<ul style="list-style-type: none"> • non-directional beacon (NDB) • localizer • glide slope to complete a Category I instrument landing system (ILS) • distance measuring equipment (DME) • medium intensity approach lighting system with runway alignment indicator lights (MALSR) • automated weather observation system networking system • UNICOM transceivers 	<ul style="list-style-type: none"> • visual aids such as: <ul style="list-style-type: none"> ◦ obstruction marking and lighting ◦ retro-reflective markers for taxiways and ramps ◦ centerline retro-reflective markers ◦ visual approach guidance aids ◦ rotating beacons ◦ wind cones ◦ segmented circles ◦ precision approach path indicators (PAPIs) ◦ runway end identifier lights (REILs) ◦ omni direction approach light system (ODALS) ◦ medium intensity runway lights (MIRLs) ◦ high intensity runway lights (HIRLs) ◦ medium intensity taxiway lights (MITLs) • weather observation system • pilot weather briefing systems • ground communication outlets (GCO) • pilot-controlled lighting (PCL) systems

7.2 State Participation

The state's participation in an F&E project depends on whether the system will be owned and maintained by DOAV or the sponsor.

7.2.1 DOAV Owned and Maintained Systems

When DOAV will own and maintain the F&E system, the department will pay 100 percent of costs associated with DOAV responsibilities. The sponsor will pay 100 percent of costs associated with sponsor responsibilities. DOAV and the sponsor have the following responsibilities for each project:

DOAV Responsibilities	Sponsor Responsibilities
<ul style="list-style-type: none"> conduct the pre-design conference design the system equipment procure the system equipment install the system conduct the final acceptance inspection conduct periodic inspections conduct ground inspections, flight inspections, and commissioning maintain the system equipment 	<ul style="list-style-type: none"> attend the pre-design conference provide an acceptable source of electrical power and communications service to the site as specified by DOAV acquire all land necessary for the facility and its operation, either by purchase or lease

7.2.2 Sponsor Owned and Maintained Systems

When the sponsor will own and maintain the F&E system, the state's funding share of the costs associated with the sponsor's responsibilities is 80 percent for state funded projects and 3 percent for federally funded projects. DOAV and the sponsor have the following responsibilities for each project:

DOAV Responsibilities	Sponsor Responsibilities
<ul style="list-style-type: none"> attend the pre-design conference review and approve engineering agreements review and approve design plans conduct inspections of the installation as required approve requests for reimbursement 	<ul style="list-style-type: none"> conduct the pre-design conference design the system equipment procure the system equipment install the system conduct the final acceptance inspection conduct periodic inspections conduct ground inspections, flight inspections, and commissioning maintain the system equipment provide an acceptable source of electrical power and communications service to the site as specified by DOAV

7.2.3 Additional Sponsor Responsibilities

Regardless of the ownership of the system, the sponsor is responsible for:

- maintenance of the site (mowing, tree trimming and cutting, and removing snow)
- recurring power and communications costs
- insurance of the system

7.3 Application Process

Sponsors will apply for F&E funding by providing DOAV with a letter that identifies a project and provides justification. The following supporting documentation, based on the ownership of the F&E system, must be submitted with the letter:

DOAV Owned	Sponsor Owned
<ul style="list-style-type: none">• scope of work• schedule of work	<ul style="list-style-type: none">• scope of work• cost estimate• schedule of work

The letter and supporting documents should be mailed or delivered to DOAV. It should be noted that for systems DOAV will own, DOAV will obtain the cost estimate.

Requests for F&E projects may be submitted at any time during the fiscal year.

7.4 Evaluation and Selection Process

Upon receipt of a written request, DOAV will review the information submitted for completeness and will confirm that F&E funds are available for the request. If funds are available, DOAV will then review the request to make sure all eligibility criteria are satisfied. If the criteria are met, DOAV will approve the request.

DOAV will notify sponsors of its decision. The notification will specify the amount of funding allocated to the project and identify the scope of work in which DOAV will participate. For projects where DOAV will own and maintain the system, the notification will also include a schedule of work.

7.5 Agreement Process

A grant agreement between the sponsor and DOAV must be executed for all new F&E systems. The grant agreement contains certain assurances that are deemed necessary to protect the state's interest and investment in the equipment and the airport. The grant agreement will also specify the sponsor's responsibilities as they relate to the operation and maintenance of the equipment and site.

The timing of the grant agreement execution depends on the ownership of the system and type of project:

- When the sponsor will own the system and the project is for design work only, a design grant agreement will be offered to the sponsor after the scope has been approved.
- When the sponsor will own the system and the project is for design and construction, a tentative allocation notification will be provided to the sponsor and design work can begin. Upon DOAV approval of the design and the sponsor's receipt of bids, the sponsor must submit to DOAV a project application form with design plans and bids. A design and construction grant agreement will be offered to the sponsor.
- When DOAV will own the system, a letter regarding grant intent will be sent to the sponsor. After the design work is complete, equipment has been purchased, and bids are received, DOAV will send the sponsor a design, construction, and equipment grant agreement.

Please refer to the agreement process section in Chapter 6 Airport Capital Program for details on grant agreements.

7.6 Project Implementation

The timing of work elements and reimbursement also depends on the ownership of the system and type of project:

- When the sponsor will own the system and the project is only for design, design work and bidding will begin after the grant agreement is executed. Reimbursements may be requested throughout the design and bidding process.
- When the sponsor will own the system and the project is for design and construction, design work and bidding may begin after the sponsor has received the tentative allocation notification. Construction may begin after the grant agreement is executed. Reimbursement for work beginning in the design phase may be requested after the grant agreement is executed.
- When DOAV will own the system, DOAV will handle the design, equipment purchase, and bid advertisement for the project. The sponsor needs to coordinate its construction responsibilities for electricity and communications service with the department's construction work so conflicts and delays are avoided.

7.6.1 Grant Amendments and Change Orders

At any time during the course of a project, the grant agreement for an F&E project may be amended for justifiable cause, such as a change in the grant amount or a change in the scope of work. When a sponsor becomes aware of conditions that will necessitate a change, the sponsor should immediately submit to DOAV a written

request for a grant amendment. **All grant amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds.

A change order will be addressed by DOAV at the time the change order is requested. Increases or decreases to a grant will not be addressed until project completion, and increases are subject to the availability of funds.

7.6.2 Reimbursement

A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. The department asks that reimbursements for less than \$1,000 be made for the full amount at the completion of the project. Final or one time reimbursement requests do not have a minimum dollar amount limit. The requests must be made using DOAV's *Request for State Fund Reimbursement Form*. The form must bear the sponsor's original signature and date to certify acceptance of the costs from consultants and contractors. The form must be submitted with the required supporting documentation, such as a consultant or contractor invoice.

DOAV will review the reimbursement form and supporting documentation. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable, DOAV will contact the sponsor by telephone or email to discuss errors or omissions. If the sponsor cannot be contacted within five business days, the reimbursement package will be returned with a written notification that explains any discrepancy. DOAV will withhold or reduce any reimbursement payment until discrepancies are resolved.

DOAV will not reimburse a sponsor for more than 90 percent of a grant amount until it notifies the sponsor of receipt of acceptable deliverables or final acceptance of construction. Requests for reimbursements exceeding 90 percent of the grant should not be submitted to DOAV if the approval on project completion has not been given by DOAV. Such requests will be returned to the sponsor for correction and resubmission, thereby delaying the sponsor's receipt of the funds. After the receipt of acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost.

7.6.3 Project Close-out

A close-out letter will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out.

An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. For federally funded projects, DOAV accepts the audit conducted by the federal Office of the Inspector General. After an audit, a closeout letter will be sent to the sponsor.